Adopted: March 17, 2025
Last Reviewed: March 15, 2026

Coach Screening Policy

Purpose

Taekwondo Manitoba (TM) understands that screening coaches is a vital part of providing a safe sporting environment. TM is responsible, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with TM's activities who may pose a risk to TM and its participants. Coaches are valued and respected by TM and are viewed as a key component of the sport delivery system. It is important for coaches to be clear on their role and responsibilities and how these relate to the mission of TM.

Definition of Coach

A coach is any person who guides athletes to train and compete in sport. They are in a position of power and trust with their athletes regardless of the age of the athlete and the age of the coach. A list of Coach roles and their levels of risk is provided in **Appendix B**.

Definition of an Athlete

Any child, youth or adult who participates or trains in a sport with the guidance of a coach.

Levels of Risk:

High Risk - Coaches who have direct access to athletes (of any age) without parental supervision.

Medium Risk - Coaches who are under the supervision of other coaches and there is no opportunity to be alone with an athlete.

Low Risk- Coaches who are under full time parent supervision (e.g., community-based coaches). There is no travel involved and no opportunity to be alone with an athlete.

Screening Requirements

Background Checks

Coaches are required to obtain any of the following types of Background Checks:

- Criminal Record Check (CRC)
- Police Information Check (PIC)
- Enhanced Police Information Check (E-PIC)

Generally, a Criminal Record Check and Police Information Check (CRC-PIC) may be obtained from local RCMP detachments and/or local police services and are free for volunteers. However, obtaining the results of the CRC-PIC may take as long as two weeks.

Instead of obtaining a CRC-PIC, TM recommends that coaches obtain an Enhanced Police Information Check (E-PIC) from Sterling Backcheck. There is a $25 fee for obtaining the E-PIC but the results of the E-PIC are returned within 48 hours.

Finally, coaches who have obtained a CRC-PIC or E-PIC, within the last five years are not required to obtain the results of these checks again. Instead, the coach can provide a letter from their employer or sport organization verifying that the checks have been completed. The letter must include the coach's name, birthdate, the date the checks were completed, and a signature from a representative of the organization or employer. In addition to the letter, the coach must submit a Screening Disclosure Form (**Appendix A**).

Child Abuse Registry

Recreational Coaches who travel with unaccompanied minors and Competitive Coaches are required to obtain a Child Abuse Registry Check (CARC). The Child Abuse Registry is designed to identify and register known child abusers. Individuals on this registry have been found guilty of an offense involving the abuse of a children and/or the Child Abuse Committee has determined the individual has abused a child.

Chartered Professional Coaches and Registered Coaches

Coaches who are Chartered Professional Coaches or Registered Coaches with the Coaching Association of Canada, can use this accreditation to satisfy the requirements for the background check.

Screening Matrix

TM has assigned a level of risk to each Coach role (described in **Appendix B**). Each role has different screening requirements that range from completing screening education modules to regularly submitting a background check. Registered clubs are responsible for ensuring their instructors/assistant coaches meet the screening requirements set out in this policy.

The matrix below explains which screening requirements are necessary for each Coach role:

Coach Role	Level of Risk	Screening Requirements	Frequency of Requirements
Instructor/ Assistant coach	Low	Respect in Sport & Rule of Two	RIS - Every five years Screening Disclosure form annually
Recreational Coach	Medium	Respect in Sport, Rule of Two Background Check: CRC-PIC or E-PIC CARC if traveling with athletes without parent supervision	RIS & Background Check: Every five years Screening Disclosure form annually
Competitive coach	High	Respect in Sport, Rule of Two Background Check: CRC-PIC or E-PIC CARC	RIS & Background Check: Every five years CARC: Every five years Screening Disclosure form annually

Rejection and Appeal

TM reserves the right to reject the participation of any coach whose screening results reveal previous criminal activity. However, the coach's rejection may be appealed to TM's Appeal Committee. When determining whether to accept or deny the appeal, the Committee will consider the relevance of the infraction, efforts at rehabilitation, and the date of the infraction.

Appeals should be submitted to TM's Board. The Board or the Appeal Committee may request more information from the Appellant coach. The results of the appeal will be provided to the Appellant within one month of the appeal.

If a coach's CARC reveals an incident, the coach will not be permitted to participate in the role in any circumstance. This is not appealable.

Other Considerations

Valid Driver's License

Any coach entrusted to drive a vehicle provided by TM (including but not limited to rented vehicles or own vehicles), is required to have a valid Driver's License. All Drivers will need the appropriate class of license to drive the type of vehicles used.

Delays

TM recognizes that there may be delays in obtaining the results of a background check. Generally, the coach will not be permitted to participate in the role during the delay unless the results of the check have been completed. However, if there is a delay in obtaining the results, TM may approve the coach's participation if the coach can prove the process has begun, sits for an interview with TM and the coach has provided at least two character references.

Coaches Under 18 Years of Age

For anyone under the age of 18 who is considered a coach, they will not need a Criminal Background Check nor a Child Abuse Registry check. They will need reference checks, Respect in Sport, Rule of 2 training and are never to be left alone with an athlete.

Policy Review

This policy will be reviewed every three years. The next scheduled review date is **March 2029**.

Amendments to this policy must be approved by the Taekwondo Manitoba Board of Directors.

Policy Approval

Approved by	Date Approved	Signature
Taekwondo Manitoba Board of Directors	March 17, 2025	

Revision History

Date	Description of Changes	Approved By
March 17, 2025	Initial adoption	Taekwondo Manitoba Board of Directors
March 15, 2026	Policy review	Taekwondo Manitoba Board of Directors

Appendix A – Taekwondo Manitoba Screening Disclosure Form

NAME: _____

First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

_____

Street City Province Postal

DATE OF BIRTH: _____ **GENDER IDENTITY:** _____

Month/Day/Year

CLUB: _____ **EMAIL:** _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements.

1. Have you ever been convicted of a crime for which a pardon has not been granted, including possession or trafficking of an illegal substance?

Yes _____ No_____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal:

_____ Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

_____

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes_____ No_____ If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal:

_____

Further Explanation: _____

_____

3. Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport or any other sport?

Yes _____ No_____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?

Yes _____ No_____ If yes, please describe below:

Name of applicable Organization:

_____ Date of Dismissal: _____

Reason for Dismissal: _____

_____

5. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, government agency, etc.) for which a pardon has not been granted?

Yes _____ No_____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body:

_____ Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

_____

_____

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete.

I further certify that I will immediately inform Taekwondo Manitoba of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize Taekwondo Manitoba to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Background Check and/or Vulnerable Sector Check for the purposes of screening, administering membership services and communicating with Provincial Sport Organizations, Host Societies, and other organizations involved in the governance of the sport. Taekwondo Manitoba does not distribute personal information for commercial purposes.

Appendix B – Coach Roles and Risk Levels

Low Risk

Instructor / Assistant Coach

These instructors and assistant coaches are never alone with an athlete and are always supervised by a recreational or competitive coach. No travel alone with athletes. These coaches have not typically taken any NCCP training. The club is responsible for ensuring instructors/assistant coaches meet the screening requirements set out in this policy.

Medium Risk

Recreational Coach

These are coaches who are working primarily with athletes at their club in a recreational setting. These coaches deliver programs in conjunction with a registered club and may be required to travel for training or tournaments. These coaches may take NCCP sport specific certification in the community or Instruction beginners' stream of the NCCP. They are Members of Taekwondo Manitoba.

High Risk

Competitive Coach

These are coaches that work with a club, and provincial sport organization in a full-time/part-time employed capacity. These coaches require a minimum of Competition Development certification in the NCCP but may require additional sport specific requirements. These coaches may take athletes away to competition without parent supervision. They are Members of Taekwondo Manitoba.